388 Upper Oakwood Avenue Elmira, New York 14903
P: 607.796.6061 F: 607.796.6028 www,foodbankst.org

Primarius Web Window

Food Bank of the Southern Tier's Online Ordering System

October 2013

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Welcome to the NEW Primarius Web Windows Training

Benefits-New Features

- Connects to live data. This means that the available product quantities are current.
- Able to check on orders, statements, invoices, grants, and allocations.
- Some of the agency information will also be displayed graphically. *Note: these features will only be available from the start date of the new online ordering system.*
- Each user name will have a customized password for increase account security.

Before you begin:

To view or print many of these items you will need to install the free software called Adobe Reader. You can find this at http://www.adobe.com

Accessing the On Line Web Ordering System-Getting Started
www.foodbankst.org/Agency Zone/Online Ordering

To access website administration you will need:

- Primarius username
- Primarius password

Each agency will need to choose authorized user to order food online will need to know:

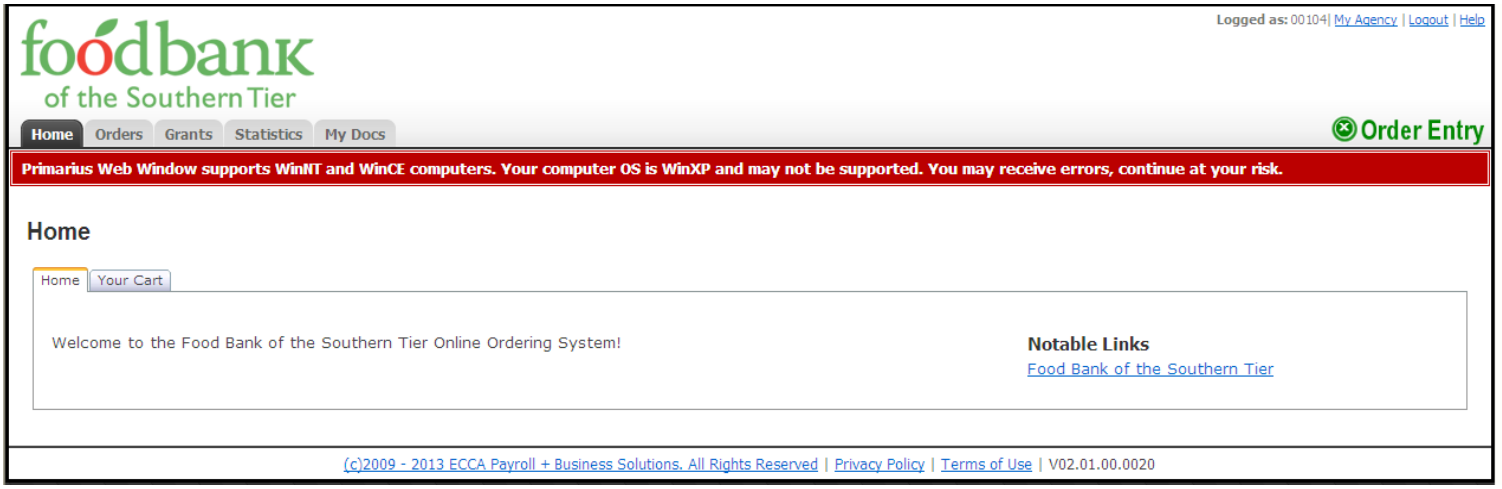
- The Agency Number
- Their personal username-agency number
- Their personal password-Everyone will start out with their current password. We would like the password to be changed by November 30th due to the financial information being available.

foodbank
of the Southern Tier
Primarius Web Window supports WinNT and WinCE computers. Your computer OS is WinXP and may not be supported. You may receive errors, continue at your risk.
Login
If you are using Internet Explorer, please make sure you have updated to the latest version and Compatibility View is turned OFF.
Agency Ref:
Username:
Password:
Login
V02.01.00.0020

HOME SCREEN WINDOW

Home Tab

This tab displays messages from the FBST such as closed dates, recalls, etc. In addition, any relevant links to other web pages are displayed under the **Notable Links** heading.


foodbank
of the Southern Tier
Logged as: 00104| My Agency | Logout | Help
Home
Orders
Grants
Statistics
My Docs
Order Entry
Primarius Web Window supports WinNT and WinCE computers. Your computer OS is WinXP and may not be supported. You may receive errors, continue at your risk.
Home
Home
Your Cart
Welcome to the Food Bank of the Southern Tier Online Ordering System!
Notable Links
Food Bank of the Southern Tier
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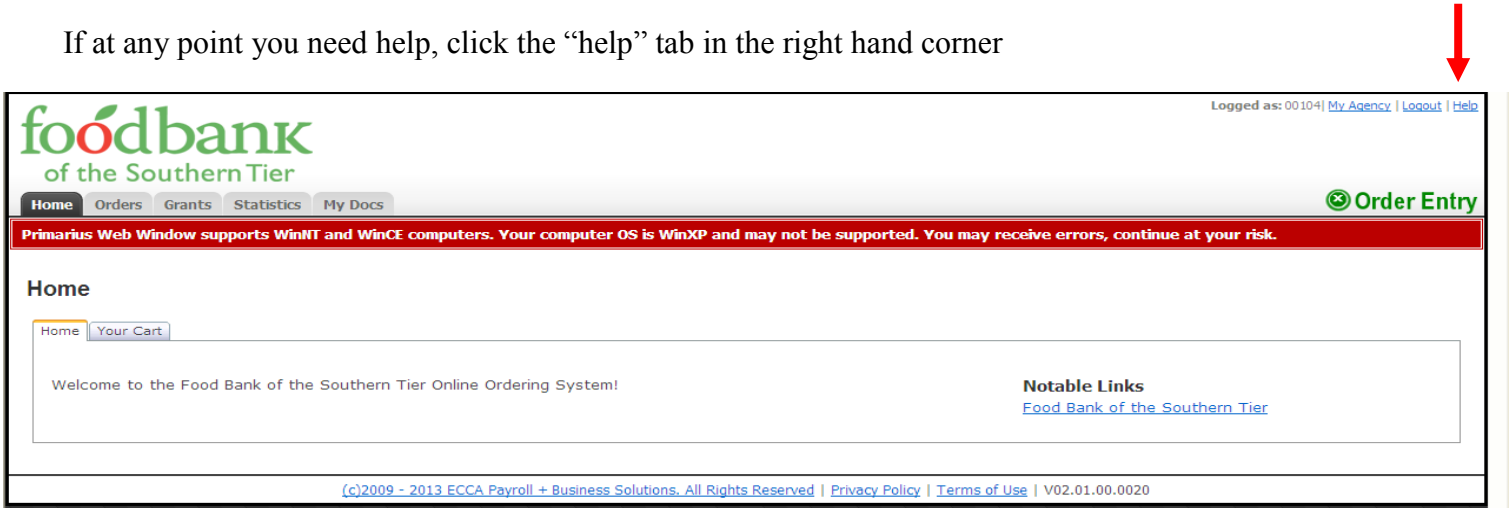
If at any point you need help, click the "help" tab in the right hand corner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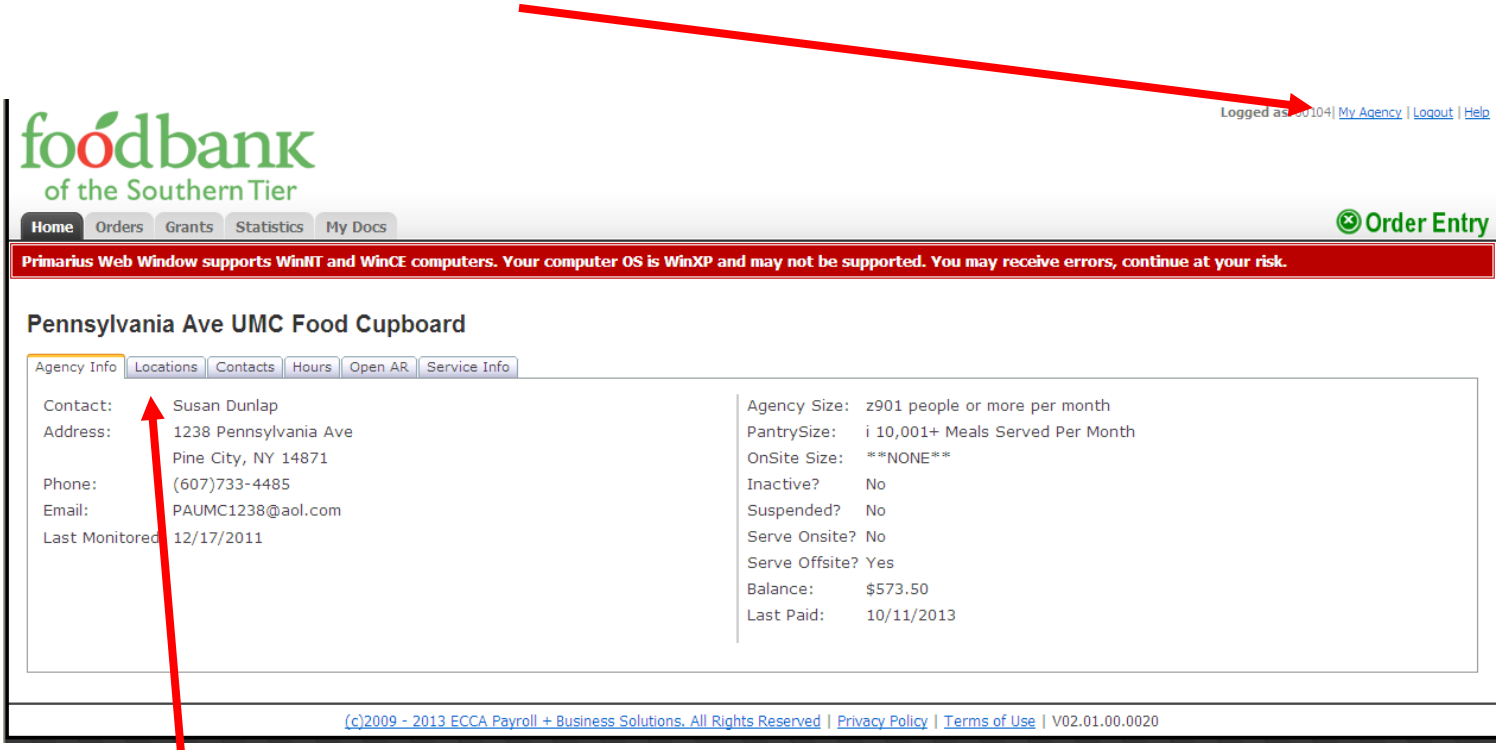
My Agency Tab

If you click on the My Agency link in the upper right-hand corner, you will see:


Logged as 0104| My Agency | Logout | Help
foodbank
of the Southern Tier
Home
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Grants
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My Docs
Order Entry
Primarius Web Window supports WinNT and WinCE computers. Your computer OS is WinXP and may not be supported. You may receive errors, continue at your risk.
Pennsylvania Ave UMC Food Cupboard
Agency Info
Locations
Contacts
Hours
Open AR
Service Info
Contact: Susan Dunlap
Address: 1238 Pennsylvania Ave
Pine City, NY 14871
Phone: (607)733-4485
Email: PAUMC1238@aol.com
Last Monitored 12/17/2011
Agency Size: z901 people or more per month
PantrySize: i 10,001+ Meals Served Per Month
OnSite Size: **NONE**
Inactive? No
Suspended? No
Serve Onsite? No
Serve Offsite? Yes
Balance: $573.50
Last Paid: 10/11/2013
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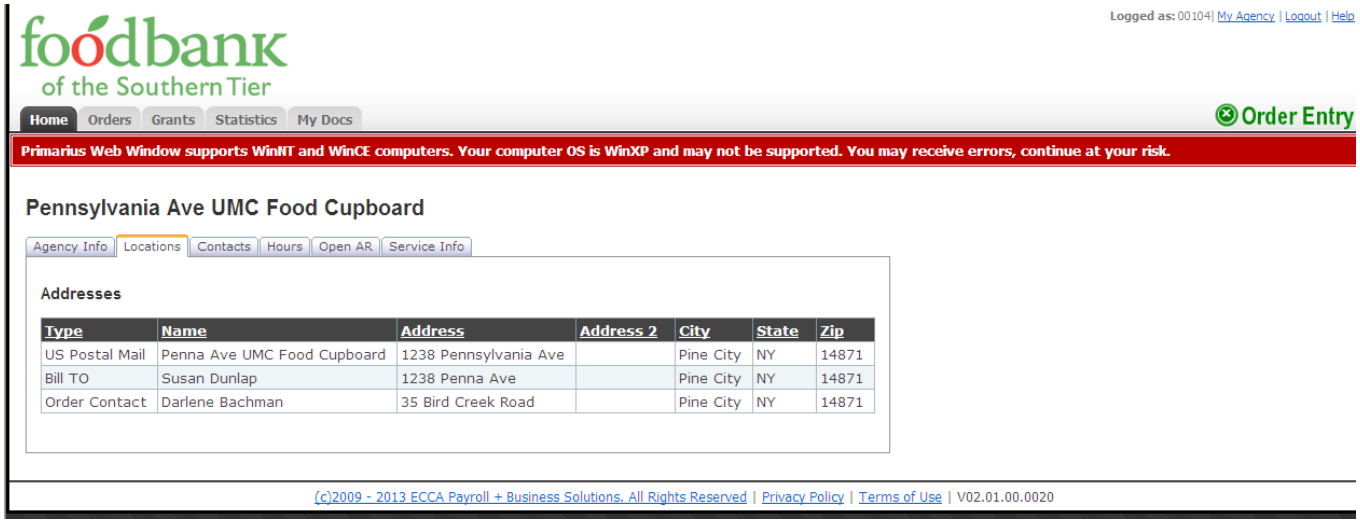
Note the tabs in the lower window pane –

- Agency Info
- Locations
- Contacts
- Hours
- Open AR (Account receivable)
- Service Info

These tab windows will show you what information the food bank has recorded on your agency file. Please keep us informed of any changes so that information is up to date.

Locations Tab

The addresses listed here are the current bill to, order contact, and US Mail addresses that the food bank has on file for your agency.


foodbank
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Pennsylvania Ave UMC Food Cupboard
Agency Info
Locations
Contacts
Hours
Open AR
Service Info
Addresses
Type | Name | Address | Address 2 | City | State | Zip
US Postal Mail | Penna Ave UMC Food Cupboard | 1238 Pennsylvania Ave | | Pine City | NY | 14871
Bill TO | Susan Dunlap | 1238 Penna Ave | | Pine City | NY | 14871
Order Contact | Darlene Bachman | 35 Bird Creek Road | | Pine City | NY | 14871
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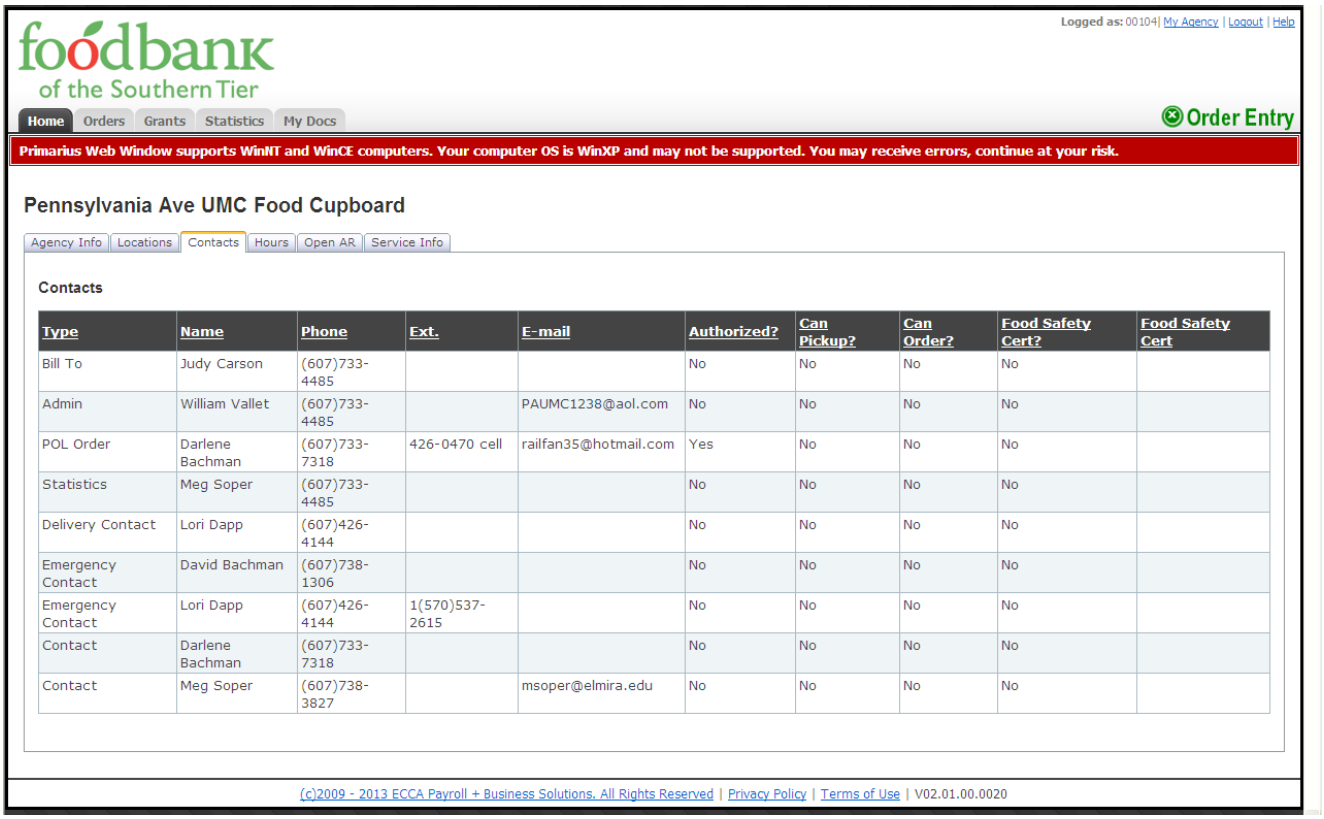
Contacts Tab

The contacts listed are the different contacts that the FBST has on file for your agency. Please notify the FBST of any changes.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Pennsylvania Ave UMC Food Cupboard
Agency Info
Locations
Contacts
Hours
Open AR
Service Info
Contacts
Type | Name | Phone | Ext. | E-mail | Authorized? | Can Pickup? | Can Order? | Food Safety Cert? | Food Safety Cert
Bill To | Judy Carson | (607)733-4485 | | | No | No | No | No |
Admin | William Vallet | (607)733-4485 | | PAUMC1238@aol.com | No | No | No | No |
POL Order | Darlene Bachman | (607)733-7318 | 426-0470 cell | railfan35@hotmail.com | Yes | No | No | No |
Statistics | Meg Soper | (607)733-4485 | | | No | No | No | No |
Delivery Contact | Lori Dapp | (607)426-4144 | | | No | No | No | No |
Emergency Contact | David Bachman | (607)738-1306 | | | No | No | No | No |
Emergency Contact | Lori Dapp | (607)426-4144 | 1(570)537-2615 | | No | No | No | No |
Contact | Darlene Bachman | (607)733-7318 | | | No | No | No | No |
Contact | Meg Soper | (607)738-3827 | | msoper@elmira.edu | No | No | No | No |
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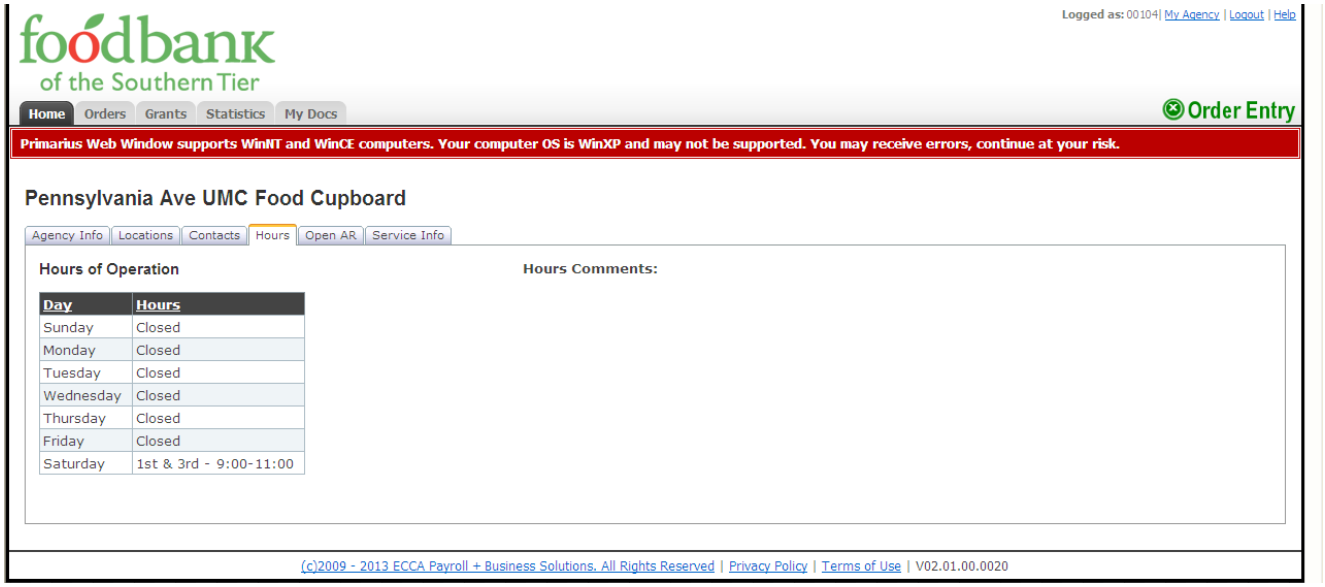
Hours Tab

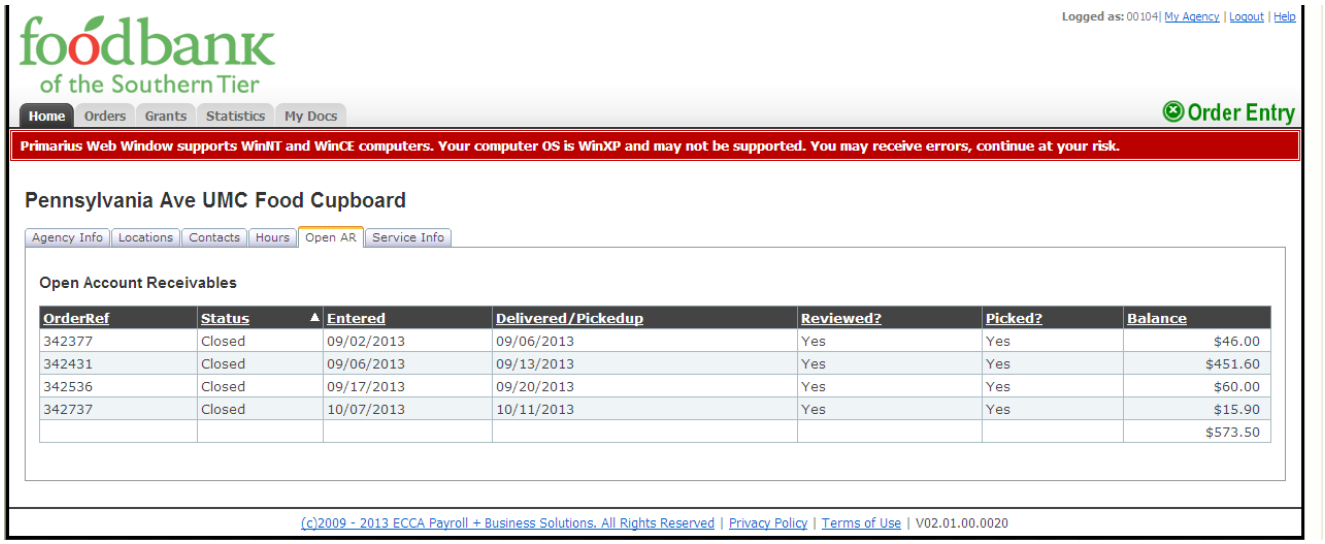
These are your agency's business hours that the FBST has on file and post on its website for public viewing. The hours need to be up to date.



Open AR Tab

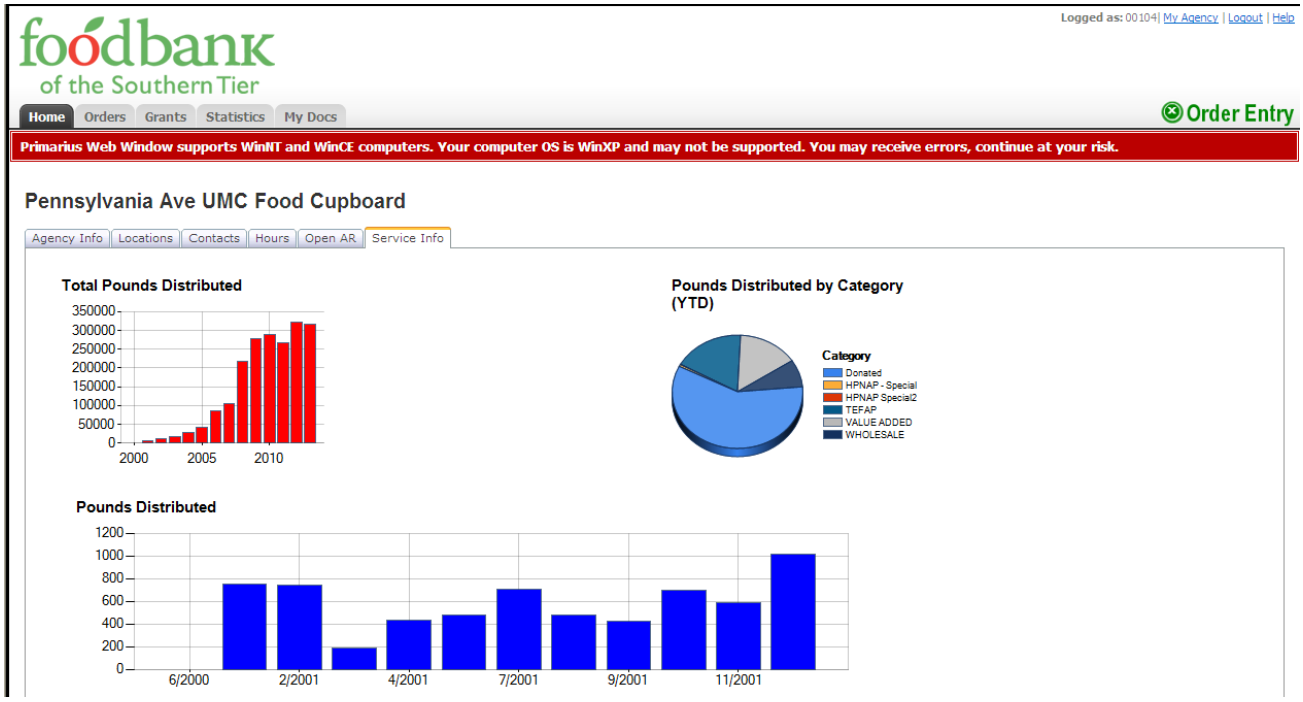
Shows if the order:

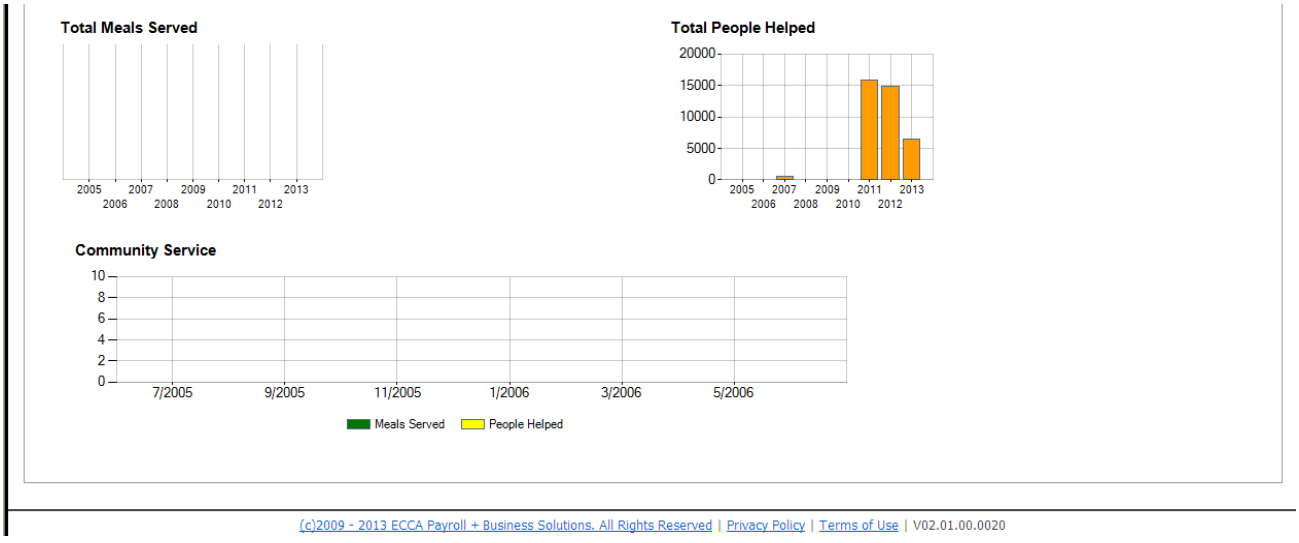
- Is Open or Closed-This will show if your order is open with the FBST or if it has been closed.
- Has been Reviewed by the FBST-This will show you that your order has been received.
- Has been Picked (selected) by the FBST-This will show you that your order is being pulled for delivery.
- Has a Balance-This will show you the balance remaining on your order
- This will show you all your past orders with any balances.



Service Info Tab

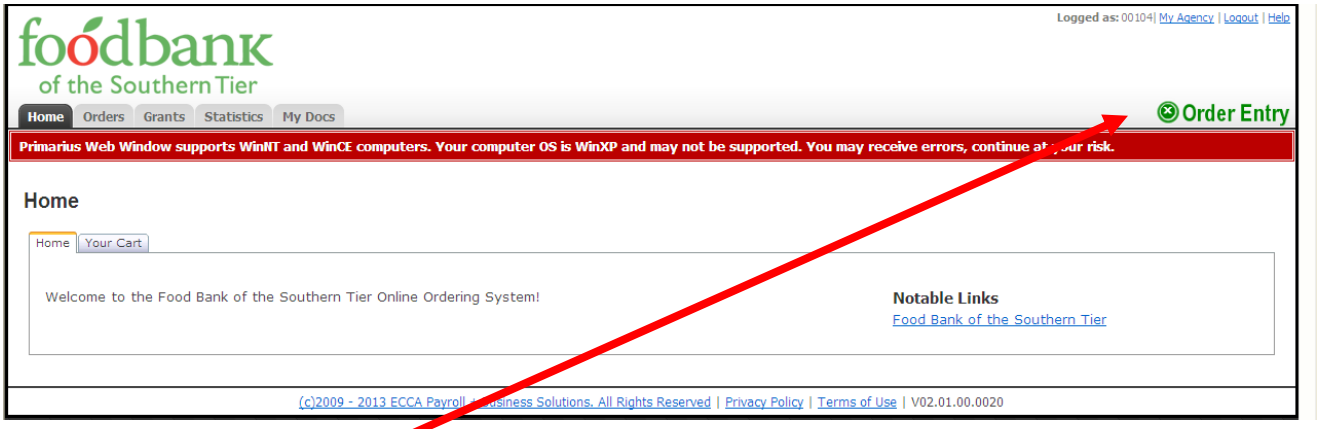
Displays different graphs and charts based your Agency's Statistics. This can be used for comparison from previous years, presentations, etc.





PLACING AN ORDER
The Home Page

Reminder of Order: Orders need to be placed 2 business days prior to your delivery or pick-up date. Business days are Monday through Friday, unless a Holiday falls in those days. Holidays are not considered business days. Agencies need to have their order submitted no later than noon.


foodbank
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Notable Links
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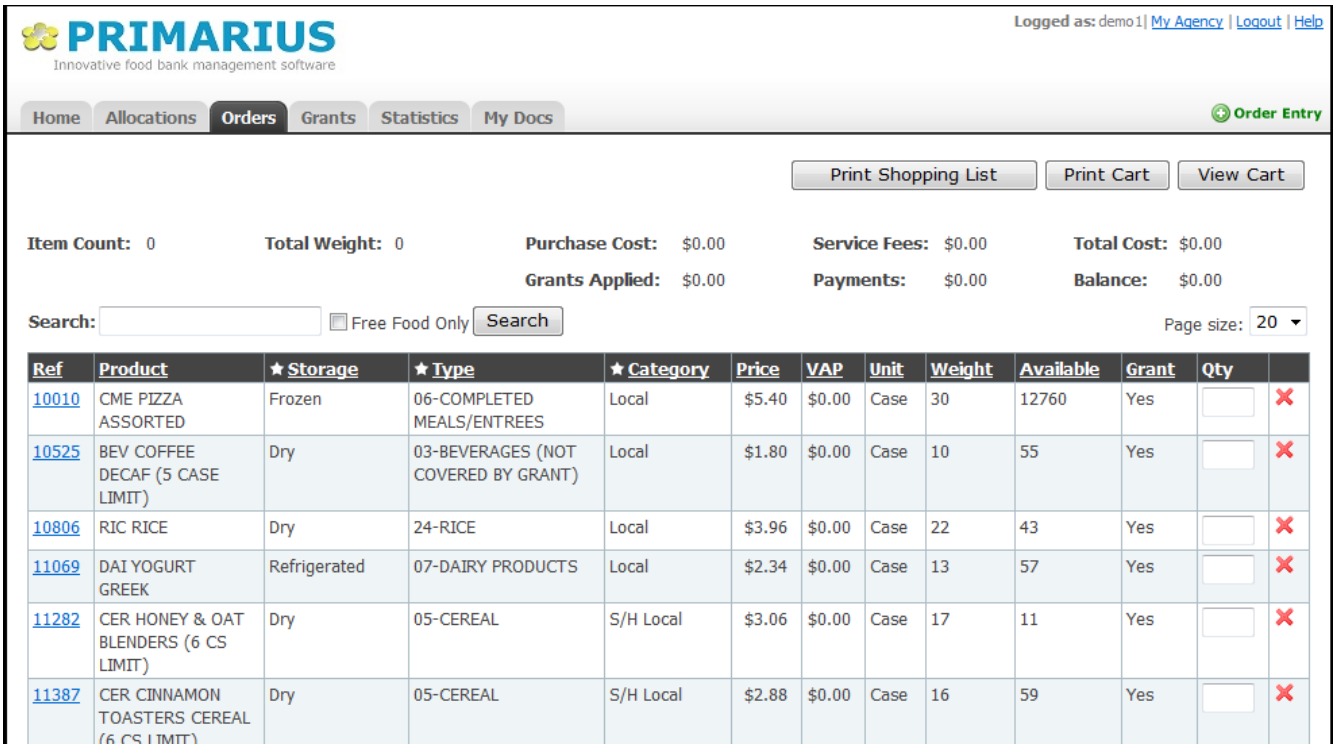
Privacy Policy
Terms of Use
V02.01.00.0020

Select the **the Order Entry** on the right side of the screen to open up the shopping list:



Ref	Product	★ Storage	★ Type	★ Category	Price	VAP	Unit	Weight	Available	Grant	Qty	
10010	CME PIZZA ASSORTED	Frozen	06-COMPLETED MEALS/ENTREES	Local	$5.40	$0.00	Case	30	12760	Yes		✖
10525	BEV COFFEE DECAF (5 CASE LIMIT)	Dry	03-BEVERAGES (NOT COVERED BY GRANT)	Local	$1.80	$0.00	Case	10	55	Yes		✖
10806	RIC RICE	Dry	24-RICE	Local	$3.96	$0.00	Case	22	43	Yes		✖
11069	DAI YOGURT GREEK	Refrigerated	07-DAIRY PRODUCTS	Local	$2.34	$0.00	Case	13	57	Yes		✖
11282	CER HONEY & OAT BLENDERS (6 CS LIMIT)	Dry	05-CEREAL	S/H Local	$3.06	$0.00	Case	17	11	Yes		✖
11387	CER CINNAMON TOASTERS CEREAL (6 CS LIMIT)	Dry	05-CEREAL	S/H Local	$2.88	$0.00	Case	16	59	Yes		✖

Note the three buttons:

- **Print Shopping List:** Select to print a shopping list.
- **Print Cart:** Select to print the items in the cart.
- **View Cart:** Select to view the items within the cart.

Product information

The **Search textbox** Search: allows you to type in the product name or the product reference number to search the shopping list for that particular item.

The **Ref (reference)** column contains the item number. Clicking on the product reference number Ref 10010 will bring up a new window containing the product details and the product photo (if available).

To add items to your cart:

Place quantity of item in the **Qty Textbox** and either tab or select another **Qty** box by moving the mouse cursor. While the system is placing the item in your cart you will see Wait... above the available column.

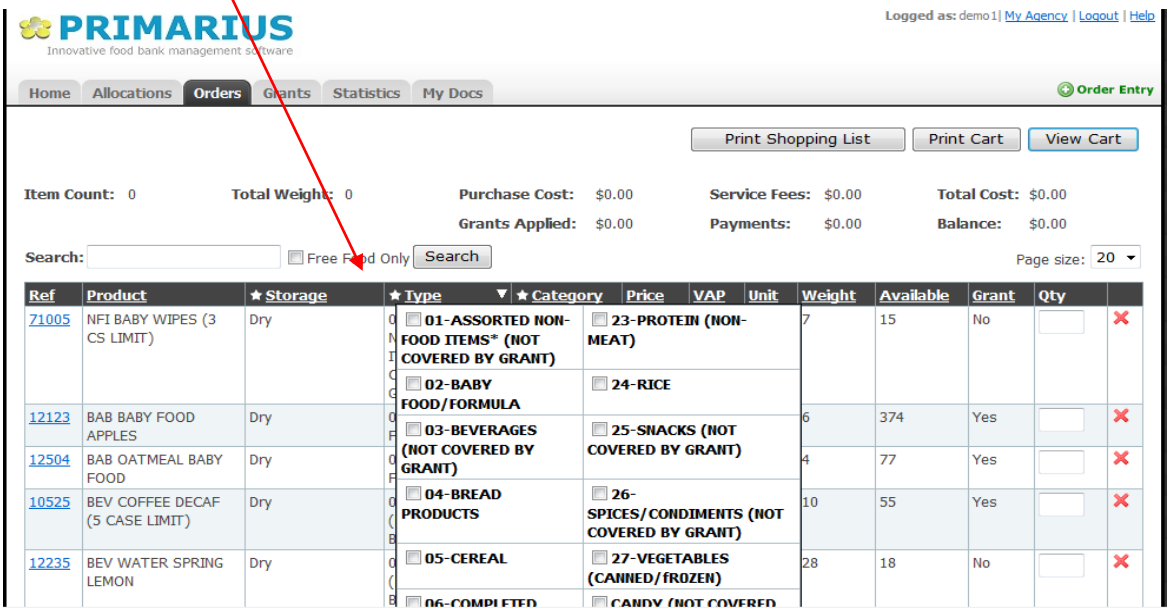
To remove items from your cart:

The **Red X** selection will delete the item quantity from the cart.

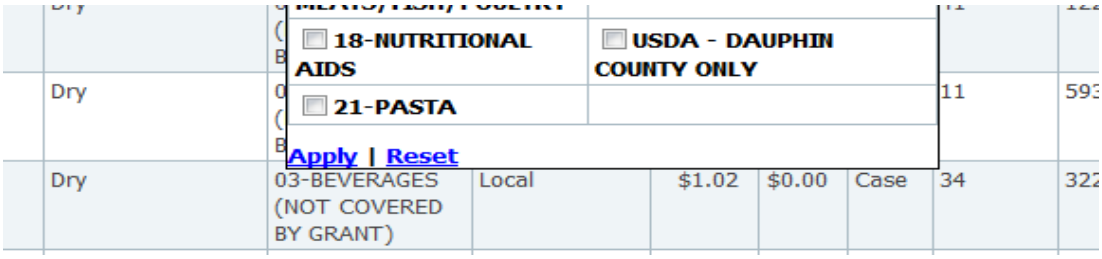
To sort items by Feeding America product types:

The **starred columns (☆)** indicate columns that the Shopping List can be sorted on. Clicking on the **underlined word** will sort the column in ascending or descending order. Keep clicking the word until you get the view you want. *Note the small arrow* pointing downward indicating an ascending selection (smallest number to largest number or alphabetical).

Clicking on the **Star (☆)** in the Type Column creates a drop down list so you can select the category you want.

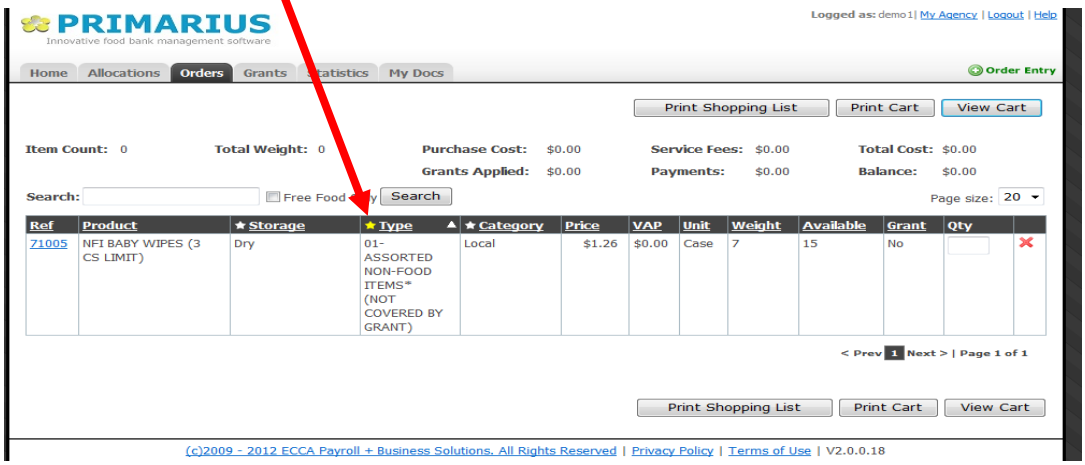


At the bottom of the list you will see **Apply** so that the column will only show those items.



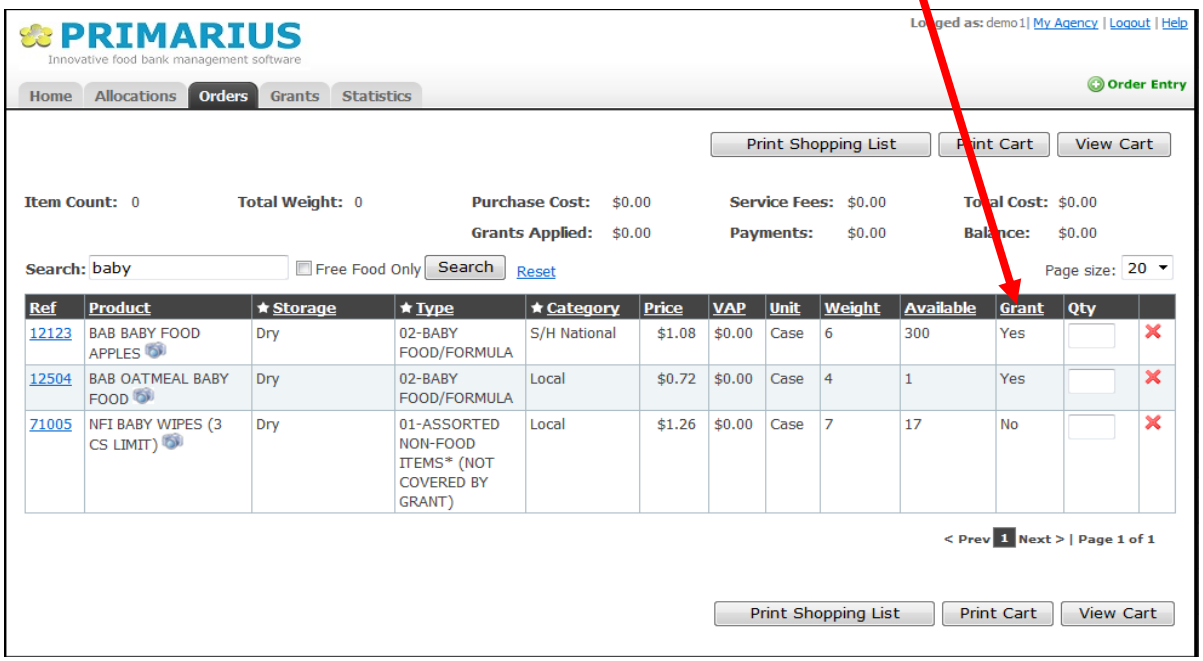
To remove the sort option:

Clicking on the **Yellow Star (☆)** and selecting **Reset** at the bottom of the column will remove the filter.



Additional product information:

- On the shopping list, more product information can be found by clicking on the reference number or the camera icon (when available)
- If your grants will cover a certain product, it will tell you here:



Product Detail:

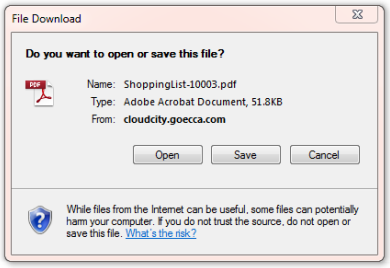
A product detail page will show the product image when available.

Printing the shopping list:

To print a shopping list, select the **Print Shopping List** button.

A new web window will appear with the following message

Select **Open** button


File Download
Do you want to open or save this file?
Name: ShoppingList-10003.pdf
Type: Adobe Acrobat Document, 51.8KB
From: cloudcity.goecca.com
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

A printable shopping list will appear:

PRIMARIUS
Innovative food bank management software

Shopping List

ANTIOCH TABERNACLE
Date Printed: 1/9/2012 At 2:41 PM
*Item availability may change prior to ordering.

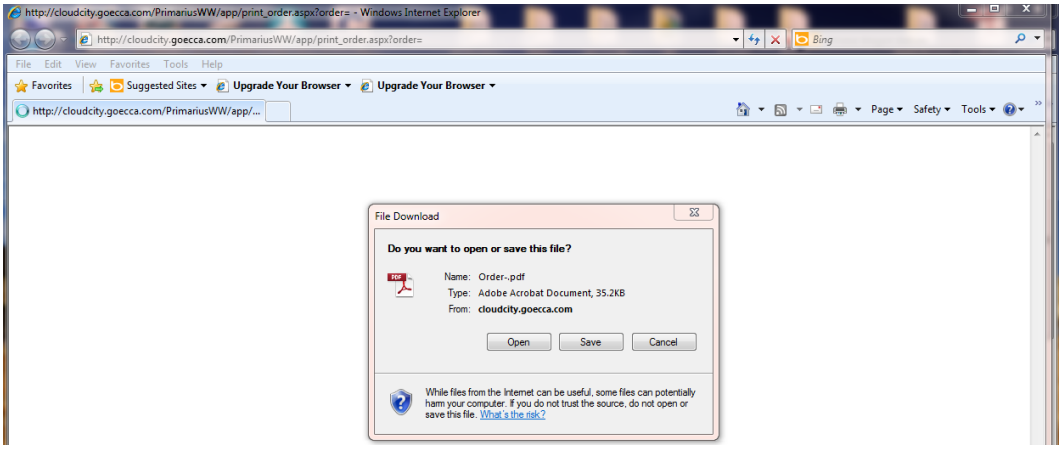
Ref	Product	Category	Storage	Type	Weight	Available
10010	CME PIZZA ASSORTED	Local	Frozen	06-COMPLETED MEALS/ENTREES	30	12760
10525	BEV COFFEE DECAF (5 CASE LIMIT)	Local	Dry	03-BEVERAGES (NOT COVERED BY GRANT)	10	55
10806	RIC RICE	Local	Dry	24-RICE	22	43
11069	DAI YOGURT GREEK	Local	Refrigerated	07-DAIRY PRODUCTS	13	57
11282	CER HONEY & OAT BLENDERS (6 CS LIMIT)	S/H Local	Dry	05-CEREAL	17	11
11387	CER CINNAMON TOASTERS CEREAL (6 CS LIMIT)	S/H Local	Dry	05-CEREAL	16	59
11823	CER OATMEAL INSTANT	Local	Dry	05-CEREAL	3	1060
11953	SNA ANIMAL COOKIES	Local	Dry	COOKIES (NOT COVERED BY GRANT)	13	22

Print Cart:

To print a shopping cart, select the **Print Cart** button.

A new web window will appear with the following message

- Select **Open** button


http://cloudcity.goecca.com/PrimariusWW/app/print_order.aspx?order= - Windows Internet Explorer
File Download
Do you want to open or save this file?
Name: Order-.pdf
Type: Adobe Acrobat Document, 35.2KB
From: cloudcity.goecca.com
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

A printable cart list will appear:

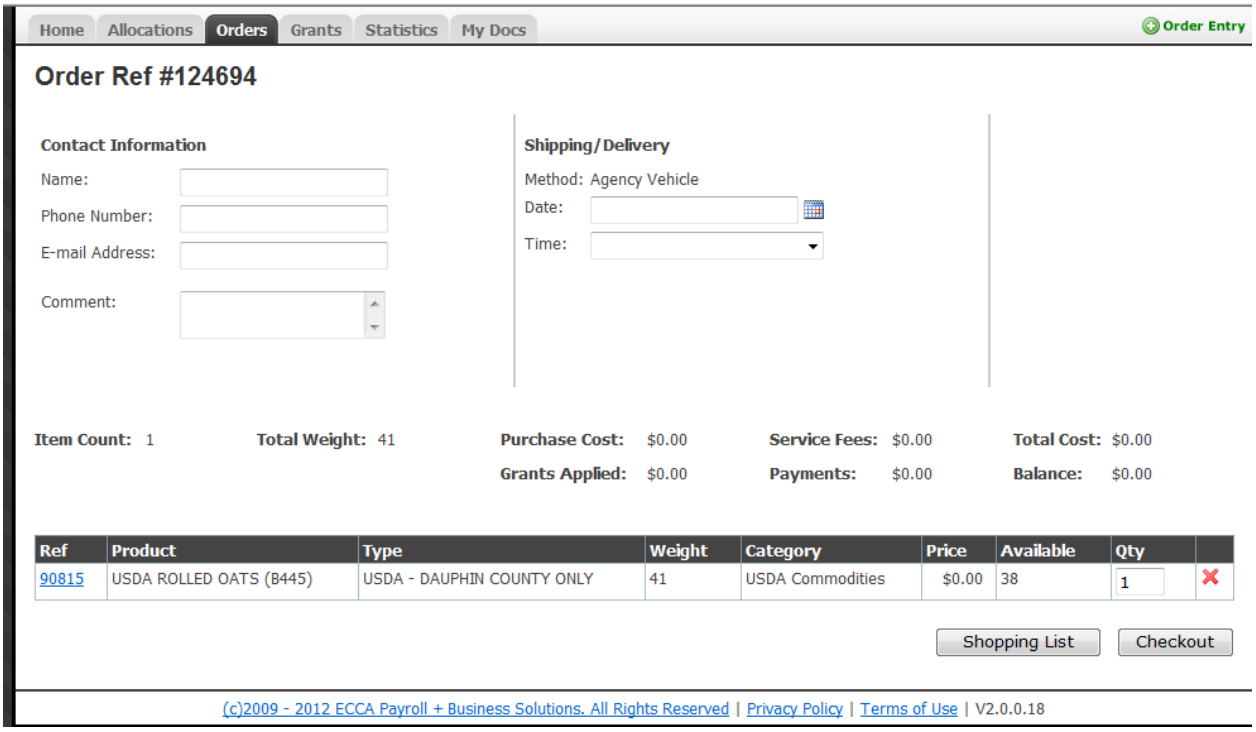
PRIMARIUS
Innovative food bank management software

Order#

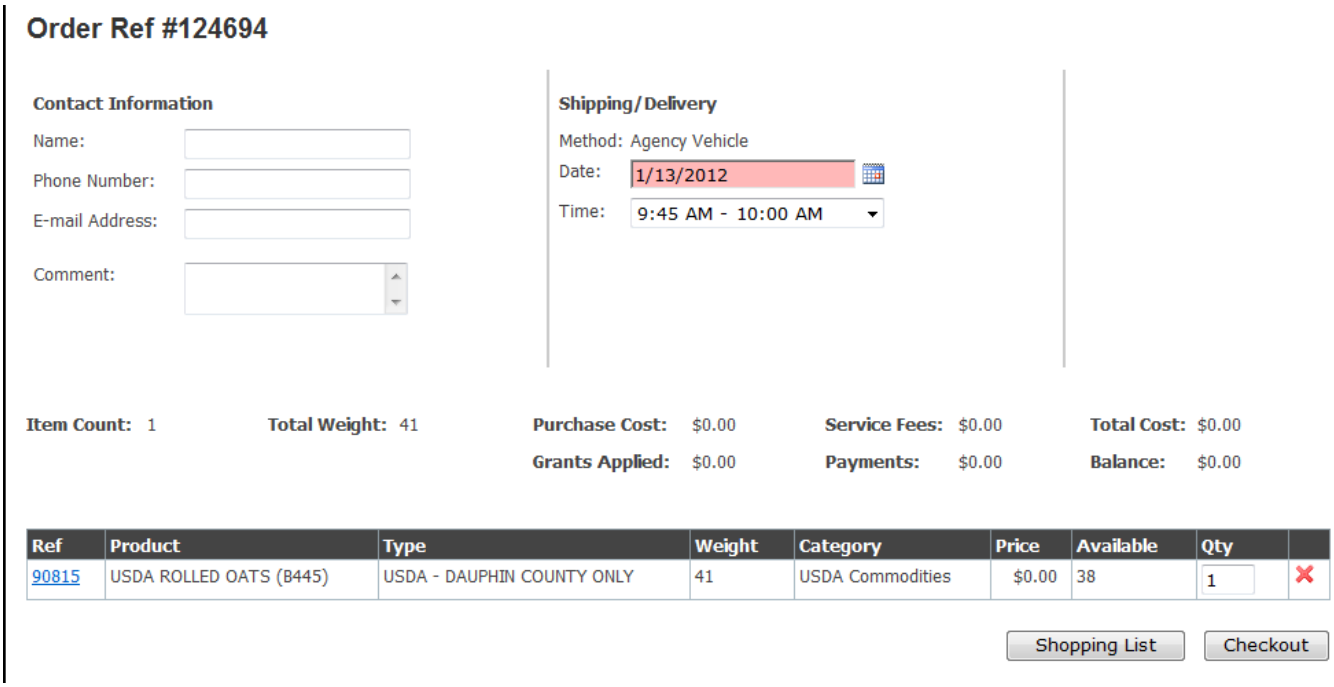
Order Placed: 11/10/2006
Warehouse: ECCA-PUG2011
Delivered/Picked Up: 11/10/2006 At 12:00 AM
Deliver/Pick Up Location: No Del/PU Location

Product Ref	Product	Category	Quantity	Weight	Total Cost
		No product found.			
		Totals:	**0**	**0**	**$0.00**
		Grants Applied:	**$0.00**	**Payments: $0.00**	**Balance: $0.00**

View Cart:



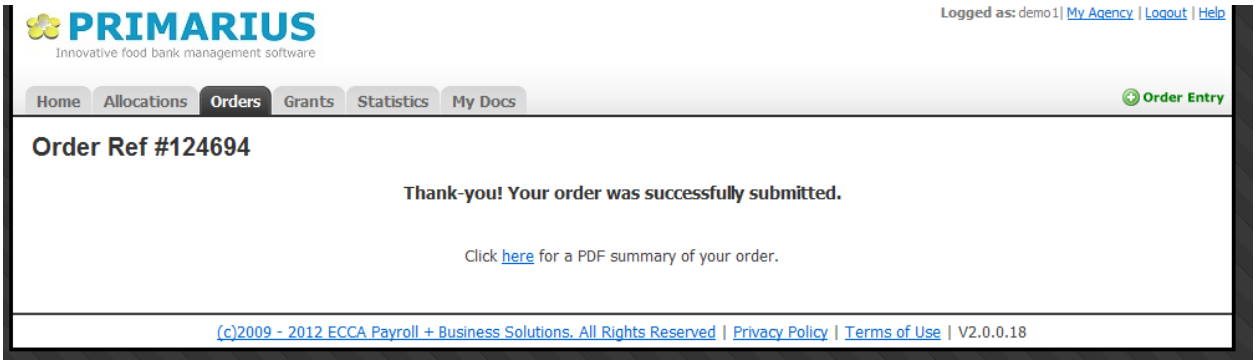
The **Shipping/Delivery** information will automatically fill in - like it does on the POL - unless the FBST is closed on your date. Be sure to fill in the shipping date and times if it doesn't auto fill.



- Select the **Shopping List** button to return to the shopping list.
- Select the **Checkout** button to submit your order to the FBST

Submitting your order

After selecting the **Checkout** button, a successful submission will show the following message:


PRIMARIUS
Innovative food bank management software
Logged as: demo1 | My Agency | Logout | Help
Home
Allocations
Orders
Grants
Statistics
My Docs
Order Entry
Order Ref #124694
Thank-you! Your order was successfully submitted.
Click here for a PDF summary of your order.
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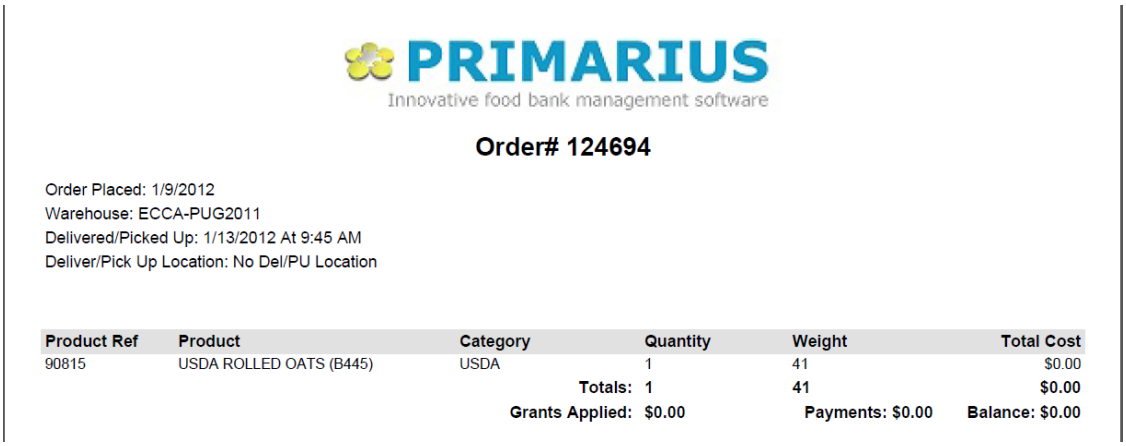
Clicking on the 'Click here for a PDF summary of your order' will show the following message:

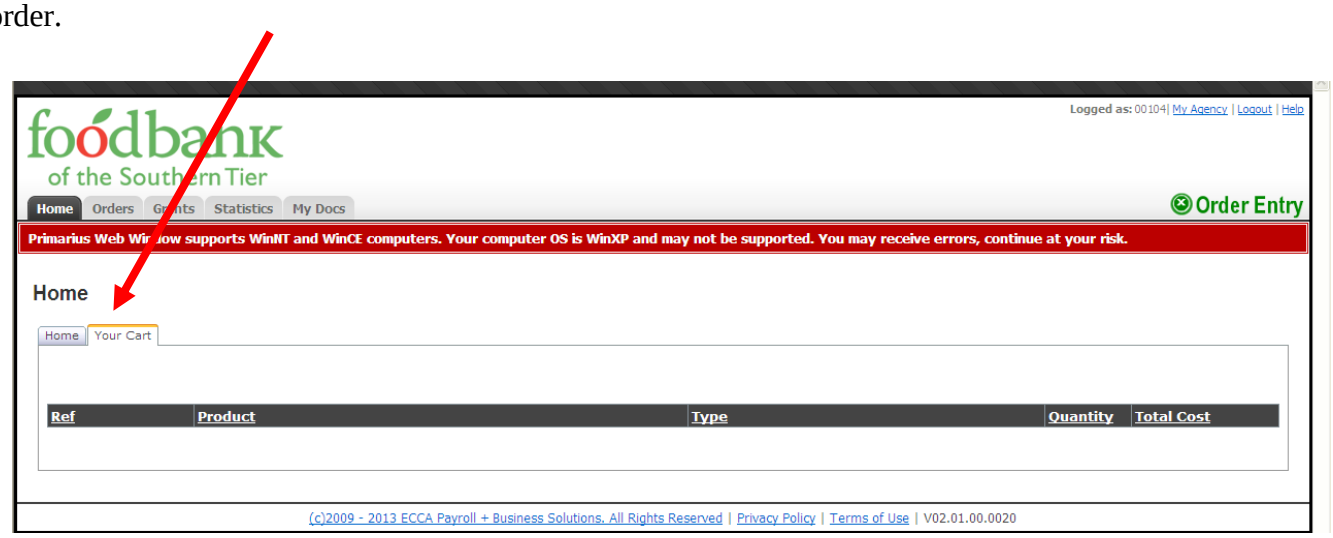
File Download
Do you want to open or save this file?
Name: Order-124694.pdf
Type: Adobe Acrobat Document, 35.3KB
From: cloudcity.goecca.com
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Selecting the **Open** button will show the order summary:



Home Screen Window-Your Cart Tab

This tab is a short cut to what is currently in your shopping cart. The tab window displays the current items in your cart along with basic summary detail. Click the **View Cart** button to go to the view cart window and either select the **Shopping List** button to continue the order or the **Checkout** button to begin submitting the order to the FBST. If you do not have an order in process, click **Order Entry** to start a new order.


foodbank
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Logged as: 00104| My Agency | Logout | Help
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Orders
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Statistics
My Docs
Order Entry
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Home
Home
Your Cart
Ref
Product
Type
Quantity
Total Cost
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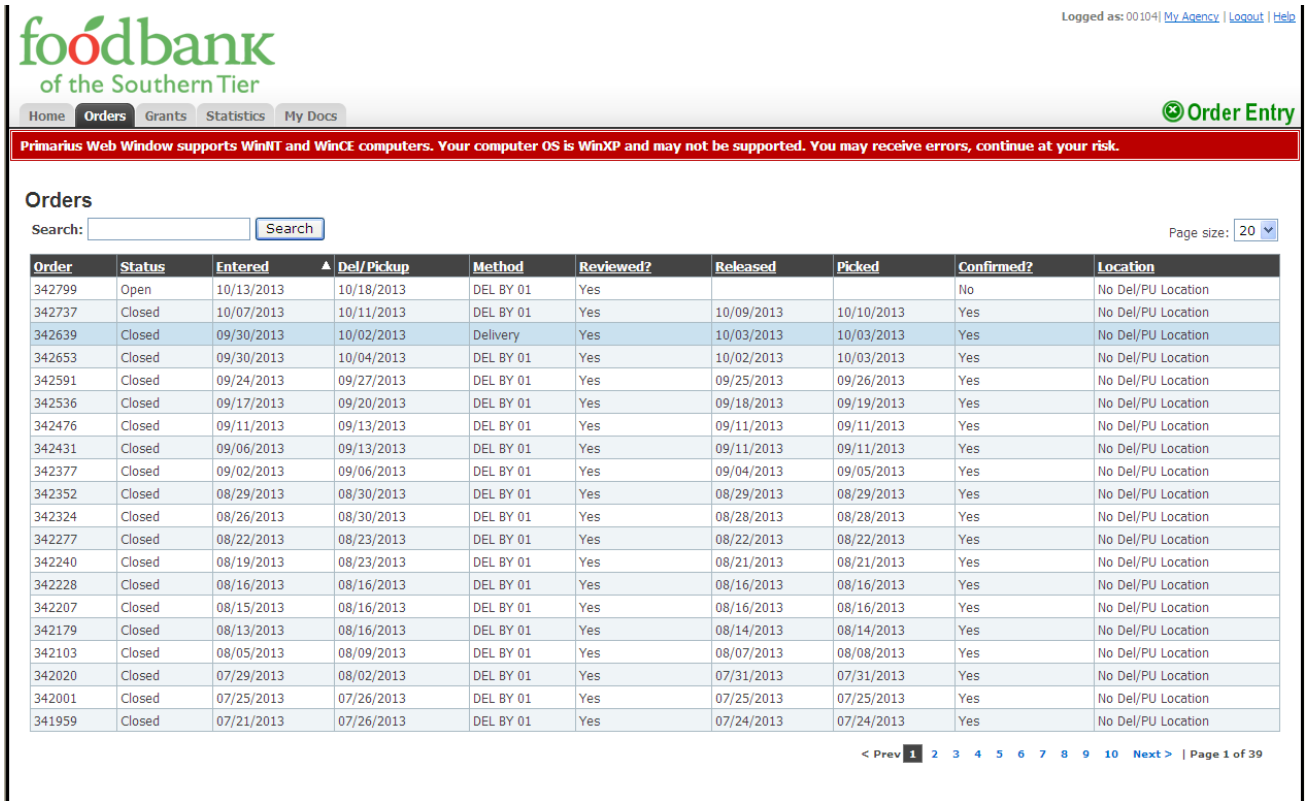
Orders

This lists all of the orders for your agency and their current status.

Left clicking on a table row (line) will bring up the order details.


foodbank
of the Southern Tier
Logged as: 00104| My Agency | Logout | Help
Home
Orders
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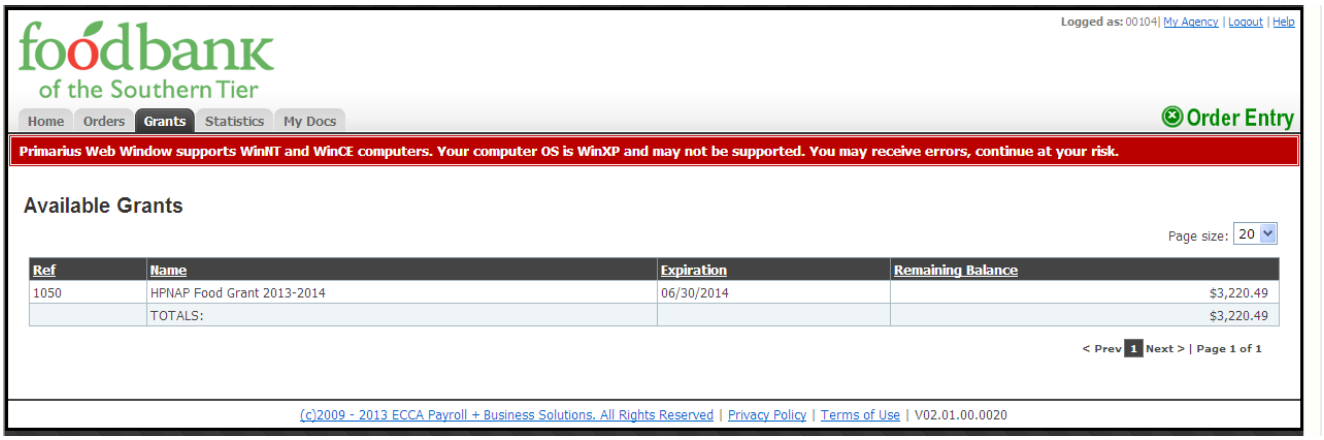
Order Entry
Primarius Web Window supports WinNT and WinCE computers. Your computer OS is WinXP and may not be supported. You may receive errors, continue at your risk.
Orders
Search:
Search
Page size: 20
Order | Status | Entered | Del/Pickup | Method | Reviewed? | Released | Picked | Confirmed? | Location
342799 | Open | 10/13/2013 | 10/18/2013 | DEL BY 01 | Yes | | | No | No Del/PU Location
342737 | Closed | 10/07/2013 | 10/11/2013 | DEL BY 01 | Yes | 10/09/2013 | 10/10/2013 | Yes | No Del/PU Location
342639 | Closed | 09/30/2013 | 10/02/2013 | Delivery | Yes | 10/03/2013 | 10/03/2013 | Yes | No Del/PU Location
342653 | Closed | 09/30/2013 | 10/04/2013 | DEL BY 01 | Yes | 10/02/2013 | 10/03/2013 | Yes | No Del/PU Location
342591 | Closed | 09/24/2013 | 09/27/2013 | DEL BY 01 | Yes | 09/25/2013 | 09/26/2013 | Yes | No Del/PU Location
342536 | Closed | 09/17/2013 | 09/20/2013 | DEL BY 01 | Yes | 09/18/2013 | 09/19/2013 | Yes | No Del/PU Location
342476 | Closed | 09/11/2013 | 09/13/2013 | DEL BY 01 | Yes | 09/11/2013 | 09/11/2013 | Yes | No Del/PU Location
342431 | Closed | 09/06/2013 | 09/13/2013 | DEL BY 01 | Yes | 09/11/2013 | 09/11/2013 | Yes | No Del/PU Location
342377 | Closed | 09/02/2013 | 09/06/2013 | DEL BY 01 | Yes | 09/04/2013 | 09/05/2013 | Yes | No Del/PU Location
342352 | Closed | 08/29/2013 | 08/30/2013 | DEL BY 01 | Yes | 08/29/2013 | 08/29/2013 | Yes | No Del/PU Location
342324 | Closed | 08/26/2013 | 08/30/2013 | DEL BY 01 | Yes | 08/28/2013 | 08/28/2013 | Yes | No Del/PU Location
342277 | Closed | 08/22/2013 | 08/23/2013 | DEL BY 01 | Yes | 08/22/2013 | 08/22/2013 | Yes | No Del/PU Location
342240 | Closed | 08/19/2013 | 08/23/2013 | DEL BY 01 | Yes | 08/21/2013 | 08/21/2013 | Yes | No Del/PU Location
342228 | Closed | 08/16/2013 | 08/16/2013 | DEL BY 01 | Yes | 08/16/2013 | 08/16/2013 | Yes | No Del/PU Location
342207 | Closed | 08/15/2013 | 08/16/2013 | DEL BY 01 | Yes | 08/16/2013 | 08/16/2013 | Yes | No Del/PU Location
342179 | Closed | 08/13/2013 | 08/16/2013 | DEL BY 01 | Yes | 08/14/2013 | 08/14/2013 | Yes | No Del/PU Location
342103 | Closed | 08/05/2013 | 08/09/2013 | DEL BY 01 | Yes | 08/07/2013 | 08/08/2013 | Yes | No Del/PU Location
342020 | Closed | 07/29/2013 | 08/02/2013 | DEL BY 01 | Yes | 07/31/2013 | 07/31/2013 | Yes | No Del/PU Location
342001 | Closed | 07/25/2013 | 07/26/2013 | DEL BY 01 | Yes | 07/25/2013 | 07/25/2013 | Yes | No Del/PU Location
341959 | Closed | 07/21/2013 | 07/26/2013 | DEL BY 01 | Yes | 07/24/2013 | 07/24/2013 | Yes | No Del/PU Location
< Prev 1 2 3 4 5 6 7 8 9 10 Next > | Page 1 of 39

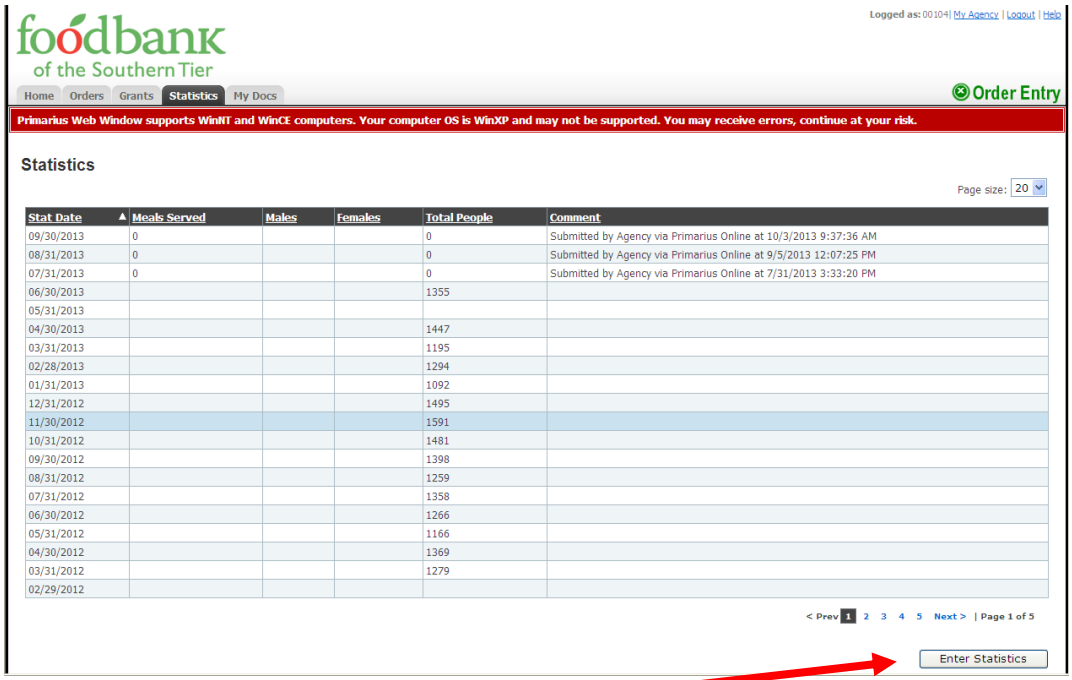
Grants

This lists the grants that have been applied to an agency- remaining balances and expiration dates. If there are no grants available to the agency, it will show in the menu section.



Statistics:

This shows all the documented statistics that have been reported to the FBST. Left clicking on a table row (line) will bring up the statistic report details.

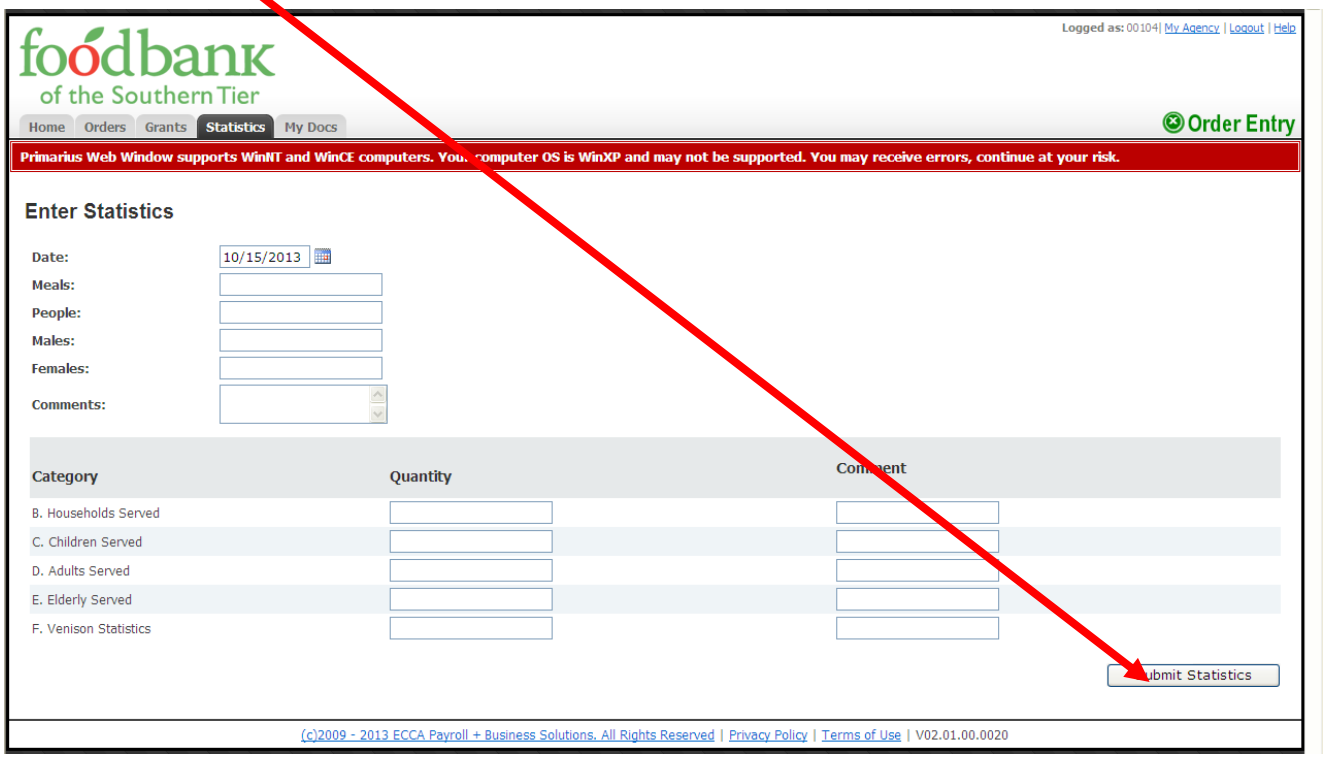


Entering Statistics:

Select the Enter Statistics button an enter statistics page will appear:
The format and labels will change on our unique system.

Submit Statistics:

***Note that you can change statistics up until you select the **Submit Statistics** button* Submit Statistics . After that, if corrections need to be made, contact Agency Services and the FBST



- **Date: Enter the last date of the month**
- **Meals: You don't need to enter meals**
- **People: Total number of people served will need to be entered, this information carries over to your "My documents" page.**
- **Males & Females: You can skip this**
- **Comments: For information that you want the FBST to know about the month**
- **Households: How many households served for the month**
- **Children: How many children served for the month**
- **Adults: How many adults served for the month**
- **Elderly: How many elderly served for the month**

****When you have completed your statistics for the month, click "submit statistics".**

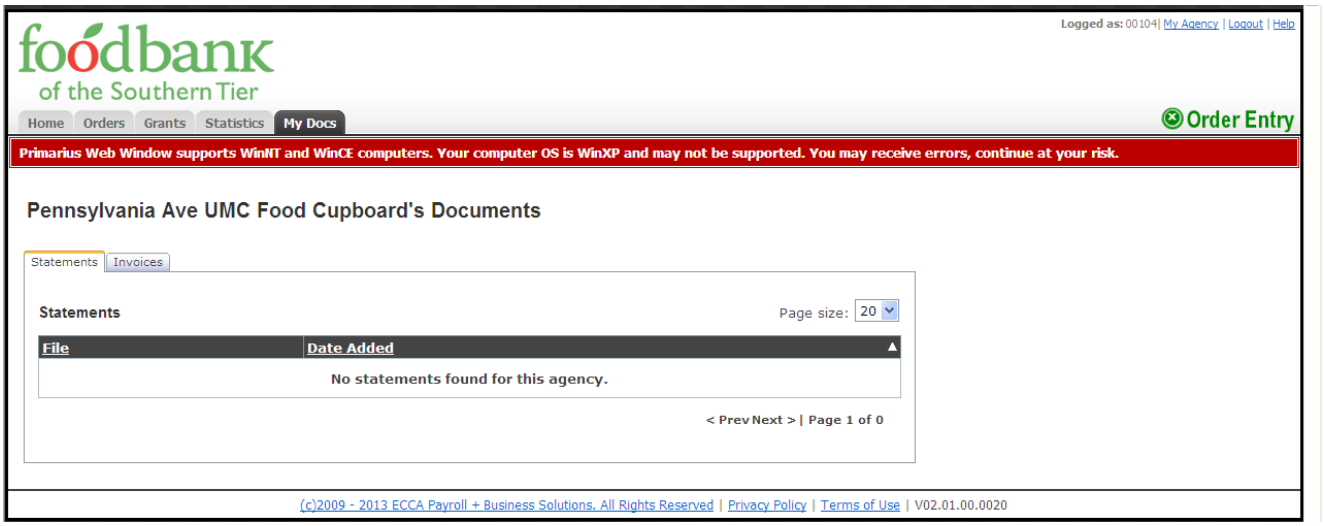
REMINDERS for entering Statistics:

- Pantries- Enter Total people, Total households, total children, total adults, and total elderly.
- Residential-Enter total people served by people times days of the month. DO NOT enter households
- Kitchens- Enter total people, total children, total adults, and total elderly. DO NOT enter households
- Shelters- Enter total people, total children, total adults, and total elderly. DO NOT enter households.

My Docs

Statements Tab

This window lists your agency's statements that have been published to view online.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Pennsylvania Ave UMC Food Cupboard's Documents
Statements
Invoices
Statements
Page size: 20
File
Date Added
No statements found for this agency.
< Prev Next > | Page 1 of 0
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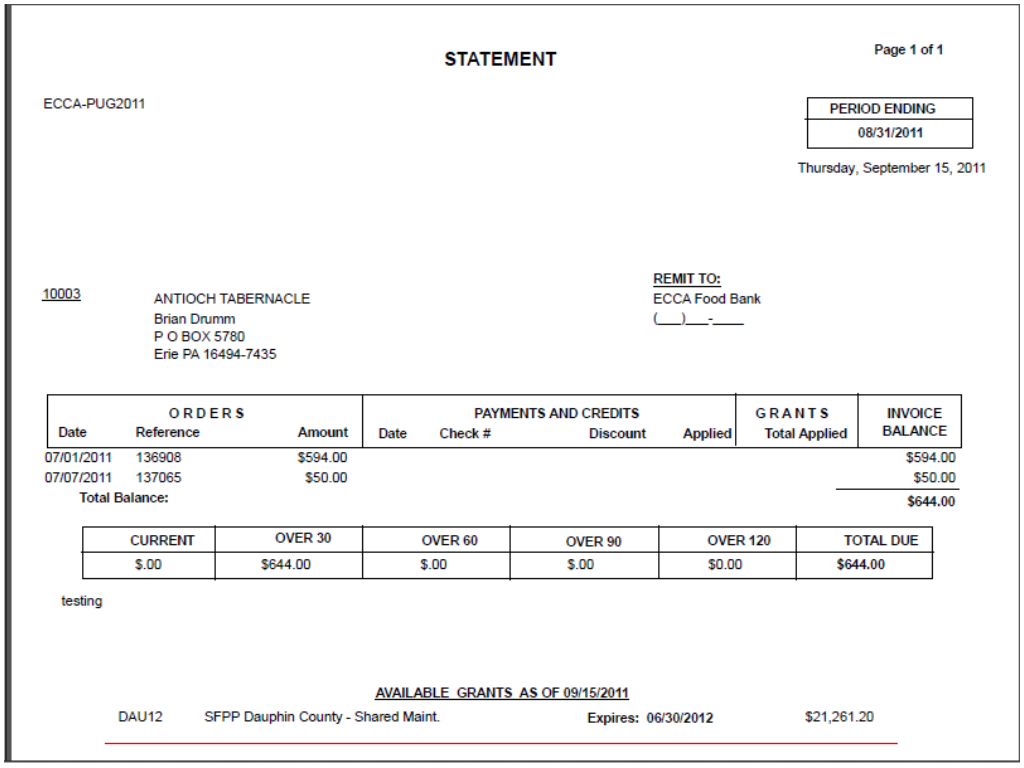
If you **click on a file name** (for example: Statement for 8-31-2011.PDF), you will see:



STATEMENT

Page 1 of 1

ECCA-PUG2011

PERIOD ENDING
08/31/2011

Thursday, September 15, 2011

10003

ANTIOCH TABERNACLE
Brian Drumm
P O BOX 5780
Erie PA 16494-7435

REMIT TO:
ECCA Food Bank
(___)___-____

ORDERS			PAYMENTS AND CREDITS				GRANTS	INVOICE
Date	Reference	Amount	Date	Check #	Discount	Applied	Total Applied	BALANCE
07/01/2011	136908	$594.00						$594.00
07/07/2011	137065	$50.00						$50.00
Total Balance:								$644.00

CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL DUE
$.00	$644.00	$.00	$.00	$0.00	$644.00

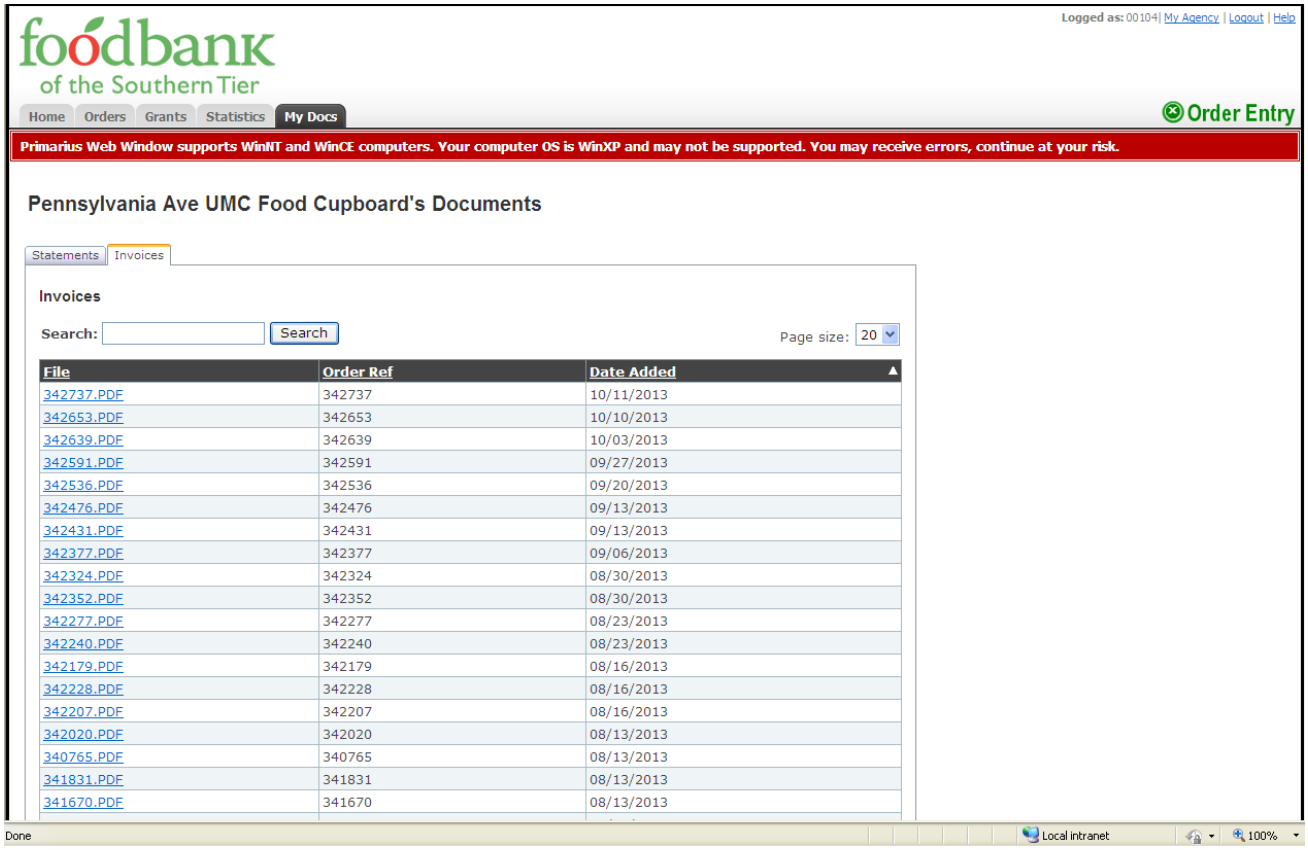
testing

AVAILABLE GRANTS AS OF 09/15/2011

DAU12 SFPP Dauphin County - Shared Maint. Expires: 06/30/2012 $21,261.20

Invoices

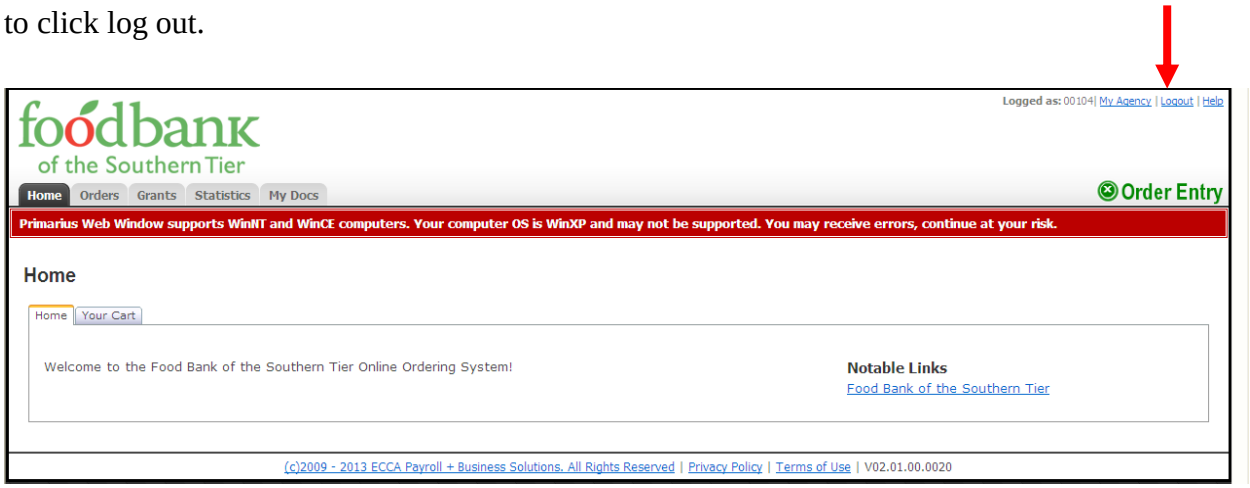
This window lists the invoices for your agency.



If you click on a file name, a box will appear asking you if you would like to open or save. Click Open. This will show you a copy of the invoice. If you click save, it will save the file to a location on your computer.

Logging Out

When you have completed your online order or browsing youre agency information, please remember to click log out.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Primarius Web Window supports WinNT and WinCE computers. Your computer OS is WinXP and may not be supported. You may receive errors, continue at your risk.
Home
Home
Your Cart
Welcome to the Food Bank of the Southern Tier Online Ordering System!
Notable Links
Food Bank of the Southern Tier
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What questions do you have?

If you have any questions after the training, please contact Vickie Steck, Agency Services and Programs Assistant at (607) 796-6061, ext. 4016 or by email: vsteck@feedingamerica.org

Reminders

- Use the Logout link in the upper right hand corner to close your Online Web Ordering session.
- When on a particular page, use the Help link in the upper right hand corner to clarify frequently asked questions.
- I can assist you in answering questions regarding your agency's contents on the web.